

Friends of the Library Advisory Board Meeting
Friday, January 14, 2022
1:00 pm., via Zoom Online Conference Platform

Join Zoom Meeting

<https://uco.zoom.us/j/91580948578?pwd=dXlpS2JrVnpZODEzMERTWGNhbmw0dz09>

Meeting ID: 915 8094 8578

Passcode: 531708

Meeting Minutes

Present: Randal Ice, David Macey, Linda Sealey, Michael Springer, Lee Tyner, Habib Tabatabai, Nicole Willard

Absent: Cheryl Frech

I. Welcome: Willard welcomed everyone. She commented that the President Teresa Pac could not be there so she would be running the meeting.

II. Old Business

1. Approval of the June 3, 2021, board meeting minutes.
The minutes were unanimously accepted.

III. New Business

1. Executive Director's Report

Habib thanked all the board members for their continued support around campus. He gets a lot of good feedback. He Shared three topics, personnel changes with top leadership in the library, a plan for longer term delivery of virtual services, and improving spaces within the library and providing staff with a more ergonomic work environment. [see attached executive directors report]

2. Treasurers Report (includes account balances and expenditures)

Willard shared the financial summary indicating we are close to reaching pre-pandemic levels. She indicated the Foundation was looking to reduce the number of accounts they have. The FOL spendable account S20051 is not tied to and endowment so they rolled most of these funds into the FOL Endowment spendable account S10189. There is a small amount of funds left in S20051 we will spend down and request the Foundation close this account. [see attached financial reports for more details]

3. Earnings Report (includes donations & book sale)

While cash donations are still slightly down book donations are up. We are on track to have over 15,000 book donation this year. We have six separate avenues for selling our donated books. We have flash sales, book dealers, online book vendors, Chamber of Book online store, Half Price Books, and the floor book shelf. All these avenues, except for the Chamber of Books online store, dried up over the past two years with the pandemic. They streams have begun to slowly return so our earnings are up from this time last year. [see attached report for additional details]

4. Membership Report

The membership report was structured slightly different this year, a review of the past 3 years was shown. It showed membership has steadily increased over the past three years despite a number of strong library supporter retiring. The membership drive was conducted in November. The drive along with the Foundation November campaign boosts revenues to near double in the second quarter of the year. [see attached report for more details]

5. Contests & Events Report

There were a number of events and exhibits in the fall semester. The school year started for the Library on Sunday, August 22. We had a popcorn party providing several different flavor, savory and sweet, from Gourmet Popcorn. Attendance was very slim so we will likely not have another similar activity in fall 2022. We had a pick your favorite bean bag chair during the month of October where student could test and select their favorite from a selection of 5 different types of bean bag chairs. Finals week activities were back this year with the Coffee Bar and Pizza Night. Our first exhibition in over a year was held in November with Dr. Natalie Panther presenting her research on Indian boarding schools in Oklahoma and an exhibit titled *Boarding School Assimilation Indigenous Resilience* was on display for Native American Heritage month. Willard mention several new collaboration this year with Stress Paws and the Bell to mention a couple. [see attached report for more details]

IV. Other Business

1. Student Prizes

Student prizes are used to incentivize students to participate in our contest and survey's. Willard mentioned she can no longer purchase these types of items with a Pcard. She learned that we can do an interdepartmental transfer for tuition waivers and UCO Dining Dollars, These should both be popular with students.

2. LibQual

We begin our assessment cycle this spring with the administering of LibQual the library's customer service survey. We will be using \$2500 from the FOL account to purchase tuition waivers and UCO Dining Dollars as incentive prizes to encourage students, faculty and staff to take the survey. The survey will be administered in March.

3. Thank you,

Cheryl Frech, for all your years of service to the FOL Board. Congratulations on your well-deserved retirement.

V. Next Meeting Date

Will look for a date in late April on a Friday.

VI. Adjournment

The meeting adjourned at 1:47

Executive Director Report for UCO Library FOL Board Members

Friday, January 14, 2022

Dear Board Members,

Welcome to 2022. I hope the new year brings joy and prosperity to UCO and all.

I appreciate your continued support of Chambers library's operations and initiatives. Your voices and actions matter to us.

By all means we are back to normal operation, despite small signs here and there that everything is not normal yet. We continue to encourage practices that promote a healthy environment to safeguard wellbeing and safety of our patrons and staff.

We continue to strategize, plan, and implement to the extent possible. These include:

- We have had two major retirements since June. One position is being restructured to better streamline operations and allow for salary adjustments for others.
- Plan for longer term delivery of virtual services
- Improve user spaces and provide staff with more ergonomic work environments.

Library has not remained immune from the effects UCO's budget cuts and uncertainties. Library's journal subscriptions continue to feel the brunt of these shortfalls in FY22 and beyond. The effects will be felt across all subject areas.

We were able to remain operational 24/5 during dead and final weeks of Fall 2021 semester. This extended service provides students with additional hours to study, research, and finish projects for their classes.

Respectfully,

Habib Tabatabai

Chambers FOL
Mid-Year Financial Summary
07/01/2021 through 12/31/2021

INCOME

Revenues	
Book Sales	2,559.29
Payroll Deduction	1,763.26
Cash Donations	<u>2,252.00</u>
TOTAL CASH REVENUES	6,574.55
Amazon Trade-In Program	0.00

TOTAL INCOME

EXPENSES

Spendable Acct:

Event Refreshments	88.30
Promotional Items	0.00
Admin. Supplies	279.07
Promotional Events	1,183.39
Student Contests	250.00
Faculty Book Grants	<u>.00</u>
TOTAL EXPENSES	1,800.76

Amazon Trade-In Acct:

Admin. Supplies	65.51
Promo Event	29.16
FOL Sponsored Prizes	<u>54.11</u>
TOTAL EXPENSES	148.78

CASH INCOME MINUS EXPENSES	3,534.98
AMAZON INCOME MINUS EXPENSES	361.79

BALANCE FORWARD

FOL Spendable Account S20051	
End of FY 2017 Balance	699.33*
FOL Endowment Spendable S10189	
End of FY 2017 Balance	51,253.16
FOL Endowment Account E10189	
End of FY 2017 Balance	13,982.60
Larry Musslewhite Fund Acct. S20368	
End of FY 2017 Balance	<u>1,410.49</u>
TOTAL	67,345.58

*Most of the funds in this account were rolled into S10189 so S20051 can be closed.

1/12/2022

Friends of Chambers Library
Mid-Year Earnings Report
FY 2022

FOL Board Meeting
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Mid-Year Summary				
Total Annual Earnings			Book Donation Totals	
Running Total thru Current Quarter			Running Total thru Current Quarter	
Book Sales	\$2,559.29		Book Donations	6,922
Payroll Deduction	\$1,763.26		Individual Book Gifts	61
Cash Donations	\$2,252.00		Anonymous Book Gifts	8
Total Earnings	\$6,574.55			
AMAZON (added to Account)	\$0.00		Books added to Library	44
AMAZON (account balance)	\$361.79		In-kind added value	\$2,237.65
TOTAL VALUE ADDED (earnings plus in-kind)				\$8,812.20
Quarterly Breakdown				
Earnings: 1st Quarter			Earnings: 2nd Quarter	
Jul 1-Sep 30			Oct 1-Dec. 31	
Book Sales	\$1,302.13		Book Sales	\$1,257.16
Payroll Deduction	\$781.96		Payroll Deduction	\$981.30
Cash Donations	\$45.00		Cash Donations	\$2,207.00
Total Earnings	\$2,129.09		Total Earnings	\$4,445.46
AMAZON (added to Account)	\$0.00		AMAZON (added to Account)	\$0.00
Books donated this quarter:	4,128		Book donated this quarter	2,794
Individual book gifts	27		Individual book gifts	34
Anonymous book gifts	4		Anonymous book gifts	4
Books added to library	35		Book added to library	9
Earnings: 3rd Quarter			Earnings: 4th Quarter	
Jan 1-March 31			Apr 1-June 30	
Book Sales	\$0.00		Book Sales	\$0.00
Payroll Deduction	\$0.00		Payroll Deduction	\$0.00
Cash Donations	\$0.00		Cash Donations	\$0.00
Total Earnings	\$0.00		Total Earnings	\$0.00
AMAZON (added to Account)	\$0.00		AMAZON (added to Account)	\$0.00
Books donated this quarter	0		Book donated this quarter	0
Individual book gifts	0		Individual book gifts	0
Anonymous book gifts	0		Anonymous book gifts	0
Books added to Library	0		Books added to Library	0

FOL Mid-Year Monthly Earnings Report			
Month	Payroll Deduct.	Cash Donations	Book Sales
07	\$177.32	\$0.00	\$106.45
08	\$302.32	\$10.00	\$242.16
09	\$302.32	\$35.00	\$953.52
1st Quarter Totals	\$781.96	\$45.00	\$1,302.13
10	\$327.10	\$150.00	\$559.31
11*	\$327.10	\$200.00	\$204.09
12*	\$327.10	\$1,857.00	\$493.76
2nd Quarter Totals	\$981.30	\$2,207.00	\$1,257.16
01			\$0.00
02			\$0.00
03			\$0.00
3rd Quarter Totals	\$0.00	\$0.00	\$0.00
04			\$0.00
05			\$0.00
06			\$0.00
4th Quarter Totals	\$0.00	\$0.00	\$0.00
Grand Total	\$1,763.26	\$2,252.00	\$2,559.29
*Estimated as we have not received these reports from the Foundation			

Chamber Library FOL Mid-Year
Monthly Book Sales and Amazon Revenue and Expenditure Report FY 2022

Month	Flash Sales	Book Dealers	Online Book Vendors	Chamber of Books	Half Price Books	Floor Book Shelf	Quarter Totals
07	\$0.00	\$0.00	\$0.00	\$23.00	\$83.45	\$0.00	\$106.45
08	\$44.00	\$0.00	\$0.00	\$62.50	\$27.66	\$108.00	\$242.16
09	\$325.00	\$0.00	\$286.24	\$58.00	\$59.28	\$225.00	\$953.52
1Q Totals	\$369.00	\$0.00	\$286.24	\$143.50	\$170.39	\$333.00	\$1,302.13
10	\$80.00	\$158.00	\$0.00	\$6.00	\$140.81	\$174.50	\$559.31
11	\$0.00	\$0.00	\$0.00	\$10.00	\$85.09	\$109.00	\$204.09
12	\$0.00	\$0.00	\$361.90	\$27.00	\$47.36	\$57.50	\$493.76
2Q Totals	\$80.00	\$158.00	\$361.90	\$43.00	\$273.26	\$341.00	\$1,257.16
01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
02							\$0.00
03							\$0.00
3Q Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04							\$0.00
05							\$0.00
06							\$0.00
4Q Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						Current Total	\$2,559.29
Month	Amazon Addec	Amazon Expend.	Amazon Balance				
07	\$0.00	\$0.00	\$510.57			Total book sales by various methods	
08		\$29.16	\$481.41			Flash Sales	\$449.00
09			\$481.41			Book Dealers	\$158.00
1Q Totals	\$0.00	\$29.16	\$481.41			Online Sales	\$648.14
10		\$73.08	\$408.33			Chamber of Books	\$186.50
11			\$408.33			Half Price Books	\$443.65
12		\$46.54	\$361.79			Floor Book Shelf	\$674.00
2Q-Totals	\$0.00	\$119.62	\$361.79				
01			\$361.79			Previous Amazon Balance	\$510.57
02			\$361.79			Amazon Revenue	\$0.00
03			\$361.79			Amazon Expenditures	\$148.78
3Q-Totals	\$0.00	\$0.00	\$361.79			Current Amazon Balance	\$361.79
04			\$361.79				
05			\$361.79				
06			\$361.79				
4Q-Totals	\$0.00	\$0.00	\$361.79				
Totals	\$0.00	\$148.78	\$361.79				

1/12/2022

**Chambers Library FOL Mid-Year
Monthly Book Donations Report
FY 2022**

*FOL Board Meeting
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Month	Book Donations	Individual Book Gifts	Anonymous Book Gifts	Added to Main Collection	Value Added to Coll.*
07	1356	20	1	3	\$202.57
08	2750	6	2	0	\$0.00
09	22	1	1	32	\$1,581.85
1Q Totals	4128	27	4	35	\$1,784.42
10	1183	2	1	0	\$0.00
11	597	8	2	7	\$339.23
12	1014	24	1	2	\$114.00
2 Q Totals	2794	34	4	9	\$453.23
01					
02					
03					
3 Q Totals	0	0	0	0	\$0.00
04					
05					
06					
4 Q Totals	0	0	0	0	\$0.00
Grand Totals	6,922	61	8	44	\$2,237.65
* Value added is Amazon market pricing at time of donation for each title added to the Library Collection.					

FOL Membership Fall 2021

FOL Membership Report			FOL Membership Report		
Fall 2021 (reported in January)			Spring 2021 (reported in July)		
Current Membership			Current Membership		
	New Members	18		New Members	7
	Renewing Members	17		Renewing Members	15
	On-going Members	63		On-going Members	63
	Total Members	98		Total Members	85
Members By Level of Giving:		Number by Level	Members By Level of Giving:		Number by Level
	Student Level (\$10)	N/A		Student Level (\$10)	N/A
	Supporting Level (\$25)	31		Supporting Level (\$25)	29
	Community Level (\$50)	28		Community Level (\$50)	19
	Library Contributor (\$100)	23		Library Contributor (\$100)	24
	Library Partner (\$250)	8		Library Partner (\$250)	4
	Library Patron (\$500)	3		Library Patron (\$500)	4
	Presidential Partner (\$1,000)	3		Presidential Partner (\$1,000)	3
	Library Benefactor (\$5,000)	2		Library Benefactor (\$5,000)	2
	Total:	98		Total:	85
Other Membership Statistics:			Other Membership Statistics:		
	Library Staff Memberships	16		Library Staff Memberships	17
	Pay Roll Deduction Members	18		Pay Roll Deduction Members	22

FOL Library Sponsored Events and Exhibits Fall 2021

EVENTS

Popcorn Party – August 22, 2021

The semester started on Sunday, Aug. 22, for the Library with a Popcorn Party. FOL sponsored gourmet popcorn in a wide variety of flavors sweet and savory, to welcome students to the fall semester. The library was open that day from noon to 6:00 p.m.

Student Involvement Fair – August 2021

The library once again participated in the Student Involvement Fair held on a hot Aug. 25 day. Library staff worked the table and because we were on the very end we hawk our wares like carnies. We were able to attract enough students to give away all the candy, fun library stickers, pencils and gourmet popcorn brought to the event.

Favorite Bean Bag Chair – Oct. 2021

Bean bag chairs in the library are very popular so more are in need but, we weren't sure what kind to order so 4 different bean bags were ordered then set out in the Bronze & Blue Café on the 1st floor for students to vote on their favorite. The bean bags were left out for the month of Oct. giving students plenty of time to test them out. The clear winner was bean bag number 4, which was just your regular bean bag with no frills. So, we will be ordering more of these to be placed around the library for use. We received some great feedback and we are listening. Students told us they like the big bean bags we already have in the library. Students will be glad to hear these are staying with an update, they are being recovered in vinyl so they can sustain another 15 years of wear.

Design a Bookmark Student Contest

FOL sponsored a *Design a Bookmark* contest for all UCO students. Everyone who submitted a design had their name automatically entered in a drawing for \$250 UCO Dining dollars accept at any dining location on campus and are never taxed and never expire. All designs had to be original and library, reading or research related. The winner of the Design a Bookmark contest was drawn on Friday, Dec. 3, Evette Giron was the winning name drawn. We had 23 submission and shared many of the designs on our social media channels. We also printed out some of the more favorite one's and made them available at the Information Desk.

Membership Drive – November

The FOL membership drive began Nov. 1, 2021. Renewal letters went out to all out members. This year we also sent letters to non-members on campus. It has been a successful drive with a 1% return on our mailing. Our drive coincides with the Foundation's campaign helping to boost our earnings to nearly \$2,000.

Finals Week Activities – December 2021

A whole slate of activities were planned for finals week. The Coffee Bar and Pizza night were back. Students went through 64 pizza's in less than an hour. In addition, the Library has partnered with Health Promotion and Peer Leadership to provide stress kits and a tea station, Stress Paws, and Yin Yoga. The events were all advertised on the Library's event calendar.

HOSTED EVENTS

Stress Paws – All Semester

The library served as the location for Stress Paws this semester. It was a great collaboration and proved to be very successful. At the beginning of the semester Stress Paws was set-up in the 2nd floor, north alcove. However, it quickly outgrew that space and had to be moved to The Max on the 4th floor. Stress Paws was here every Thursday from 3-5 p.m. during the semester.

Mindfulness Workshop – October

UCO Professor Ed Cunliff Ph.D., and Senior Director for TRIO Student Services, Chez Redmond, hosted a Mindfulness Movement program in the library during the month of October. The four week program focused on tai chi and qigong methods for promoting mindfulness, relaxation, core strength and balance.

The Bell – All Semester

The Broncho Education Learning Lab (BELL) scheduled a table in the library nearly every week this semester for an hour. They were here assisting students with their tutoring needs or direct them to the lab. They were primarily scheduled Sundays and Tuesdays between 3:00-6:30. Another great collaboration.

Metro Library – Sept. 28, 2021

The Edmond Public library was at the Chambers Library, Tuesday, Sept. 28, from 4-7 p.m. signing students up for metro library cards. They are usually stationed inside the library but because of Metro Library outreach restriction the table was located outside the library's south entrance. This location seemed to be advantageous as they had a larger than usual number of people stop by their table. Look for the table to be there again in the spring. Any UCO student, no matter where they live, is eligible for a one year Metro Library card.

Build-a-Broncho – Dec. 1, 2021

Build-A-Broncho was back in the Library this year after a two-year hiatus. On Wednesday, Dec. 1, the event started out as normal at 11 a.m. Half way into the event the library fire alarm went off and the building had to be evacuated interrupting the activities. The event was held in the Bronze & Blue café and you could build a reindeer or a shark.

EXHIBITS

Interactive Exhibit

The first two weeks of school an interactive exhibit was put on The Wall asking, "Where is your favorite place in the library and why? There was a lot of feedback on this topic and we learned a few things about what our students like. We learned the 4th is the most popular floor for a variety of reasons. Students told us they like the record collection, videos, pianos, microfilm, whiteboards and the fact that the 4th floor is big and open was appealing. The bean bag chairs are also very popular so we will be adding more. Several students commented on how they like all the artwork in the library particularly on the 3rd floor. We will be doing another interactive exhibit at the beginning of the spring semester giving student another opportunity to give us their feedback.

Change Your Landscape, Change Your Life

This displayed featured landscape paintings from the Melton Art Reference Library Collection. The theme was meant to inspire and encourage the exploration of new places. Traveling to new destinations can broaden our perspective and offer respite from stressful times. The artwork displayed can be seen at [Change Your Landscape, Change Your Life - Art Exhibitions - LibGuides at University of Central Oklahoma Library \(uco.edu\)](https://libguides.uco.edu/change-your-landscape-change-your-life-art-exhibitions)

Celebrating Modern Hispanic Masters and their Influencers, Sept. 15 – Oct. 15, 2022

In celebration of Hispanic Heritage month, the library displayed lithographs from the Melton Art Reference Library (MARL) Collection. The exhibit featured the work of noted Spanish and Mexican artists. From the contemporary and modern periods these artists had significant impact on the political and cultural world of their time. Hung salon style the display ran from Sep. 15, through Oct. 15 exhibiting works by Diego Velazquez, Francisco de Goya, Pablo Picasso, Diego Rivera, Salvador Dali, and Frida Kahlo. For more information about the exhibit visit the [Library Website, Archives & Special Collections Exhibits](#)

Homecoming Exhibit, Oct. 18 – Oct. 29, 2021

In celebration of UCO's Homecoming an exhibit of historical photographs representing different homecoming activities through the years was on display from Oct. 18 – Oct. 29. Images displayed were from the Archives & Special Collections Historical Photographs Collection.

Boarding School Assimilation and Indigenous Resilience, November 18, 3:00 p.m. 1st Floor

In celebration of Native American Heritage Month, the Library hosted an exhibition that included guest speaker, Dr. Natalie Panther, Asst. Prof. History & Geography department. Dr. Panther teaches Indigenous Studies, Oklahoma history, and Public history. Her scholarly research includes Native American education, nation building and tribal sovereignty. Panther spoke about her research on Indian boarding schools in Oklahoma.

During the presentation several audience members spoke up sharing they had attended Indian boarding schools. One student had only recently graduate from an Indian boarding school. The individuals were happy to share their experience bringing the episode of Indian boarding schools in Oklahoma full circle. Today instead of trying to take the Indian out the man they are trying to preserve the culture and language of Native American children.

Opening reception for the exhibition was held on Nov. 18, at 3:00 p.m. on the 1st floor of the library. FOL will sponsor refreshments after the presentation.

Oklahoma City through the Eyes of Jim Argo, CHK| Central Boathouse, Martha Burger Gallery

The Boathouse is now being managed by Riversport OKC. With this change something had to be done with the Martha Burger Gallery in the facility. Scott DeBoard reach out asking for assistance with a semi-permanent exhibit that did not need to be secured. The Jim Argo Collection provided the inspiration for the exhibit. He was the photo editor for the Oklahoman for over 40 years. He has also written and co-authored several books. He donated over 2400 to the Archives & Special Collections. We selected 14 images of downtown OKC. These images were blown up and gallery wrapped. The exhibit was installed this past summer and will be up until a change is needed.